**Guidance for Parents and Carers: Christmas Break 2020**

The procedures below are in place from Monday 21st December to Sunday 3rd January.

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| Concern | Parent / Carer Action |
| Pupil develops COVID symptoms. | Inform site headteacher on:Cleckheaton07960 695096Bradley07519 661178Leeds07539 832764Book COVID test. |
| Pupil tests positive for COVID. | Inform site headteacher on the numbers above.Begin isolation period. |
| Pupil is contacted by track and trace (phone or through the app). | Inform school on Monday 4th January and let them know how long is left in isolation period. |

Please note:

School telephones will be switched on and answered between 11 and 1 up to and including the 24th December.

At other times please leave a message and we will contact you as soon as possible.